



**30%**

A: Serve as Activity Manager and COR/AOR for USAID/Uganda peace and security activities that support conflict mitigation, peace and reconciliation processes in Uganda. The incumbent prepares scopes of work for grants or contracts in support of the Mission's conflict activities, reviews and evaluates funding requests and proposals, reviews technical performance reports and work plans and sub-grants, monitors the spending and resource pipeline, mobilizes resources to respond to the changing environment and monitors implementation through regular field visits;

**10%**

B: Provide technical guidance and implementation support in the conflict area, coordinating with AID/Washington, U.S. Embassy/Kampala, USAID/East Africa, implementing partners, international organizations and bilateral donors in Uganda;

**10%**

C: Provide assistance in conflict, amnesty, and peace dialogue activities by: 1) identifying development assistance needs and achievable results, in collaboration with GoU and partners, UN and private agencies, 2) maintaining dialogue with and obtaining support from partners and stakeholders, and 3) supporting DO Team efforts to obtain AID/W agreement on results and financing, and country and Mission-level approvals to initiate development activities;

**10%**

D: Support and work with other Mission members to develop the Mission's country strategy statement and operational plan in the area of conflict prevention, mitigation and resolution;

**10%**

E: Collaborate closely with the Team Leader and other activity managers within DO2 and the Mission to conceive, develop, and implement programs and activities related to conflict prevention, mitigation and resolution;

**5%**

F: Provide a full range of consultative, advisory, and analytical services on complex conflict issues;

**10%**

G: Liaise with Uganda government Ministries and institutions regarding government strategies for conflict mitigation and peace building, the Amnesty Act and its amendments, the Peace, Recovery and Development Plan for Northern Uganda (PRDP), the Karamoja Integrated Disarmament and Development Plan KIDDP) and the National Development Plan and assist in informing USAID personnel of changing strategies and programs;

**5%**

H: Engage senior leaders in civil society and UN and donor officials, on all issues related to conflict;

**5%**

I: Assist with organizing field visits to conflict areas for high-ranking U.S. government and USAID Mission personnel;

**5%**

J: Apply development expertise and project management skills to promote successful implementation of complex, multi-sectoral programs.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. **Education:**

Must possess a minimum of a bachelor's degree in a related field.

### b. **Prior Work Experience:**

A minimum of 15 years of functionally professional experience in the field of conflict studies, peace building, reconciliation, or post conflict programming.

### c. **Post Entry Training:**

PFA training, COR/AOR Acquisition and Assistance training and USAID Project Implementation, Monitoring and Evaluation training.

### d. **Language Proficiency:**

Level IV (fluent) in English is required. Excellent English language speaking and writing skills required.

### e. **Job Knowledge:**

Demonstrated sound knowledge and experience with donor agency policies, regulations, and administrative procedures.

This included extensive experience in management of donor programs and projects under grants, cooperative agreements and/or contracts.

f. **Skills and Abilities:**

A dynamic individual, with strong interpersonal skills and must have the ability to present concepts, analysis of the conflict and recommendations in clear written and oral formats. Candidates must also demonstrate an ability and understanding of best practices in promoting “development” during conflict and post conflict.

16. POSITION ELEMENTS

a. **Supervision Received:**

Report directly to the DO2 Team Leader.

b. **Supervision Exercised:**

The position supervises grantees and short-term consultants financed by the projects.

c. **Available Guidelines:**

ADS on project implementation, contracting, financial management and other USAID regulations. Mission Strategy, DO results packages, SO Agreement with GoU, activity grant/contract documents and work plans, GoU laws. The guidance is supplemented by Mission Orders governing policies, procedures and regulations.

d. **Exercise of Judgment:**

Considerable judgment is required in analyzing and determining whether to recommend approval of proposed projects, in choosing among alternative proposals, and in evaluating data for reliability, especially on impact reporting. Mitigating the causes and consequences of conflict is a particularly sensitive area; the incumbent must exercise excellent judgment in the discussion of issues.

e. **Authority to Make Commitments:**

Is responsible for planning day-to-day activities and implementation actions. Approval for budget issues and policy matters is cleared through the normal Mission process. While having no commitment authority, per se, the incumbent’s evaluations and recommendations for USAID/Uganda action are considered authoritative and are given considerable weight in the decision making process.

f. **Nature, Level and Purpose of Contacts:**

Contacts are maintained with all levels of Mission personnel, other officials in USAID/EA and USAID/W, and with middle and upper-level officials in both the public and NGO sectors for explaining procedures and policies, facilitating program implementation and to obtain and interpret information relevant to program activities. Primary contact in government is with Minister for Internal Affairs Security and ministries of State for Northern Uganda Rehabilitation, disaster Preparedness and Refugees and Karamoja Development, the Permanent secretaries within the office of the Prime Minister and Ministry of Internal Affairs and Principal Assistant Secretary / Commissioners in the office of the Prime Minister, (Northern Uganda Rehabilitation and Disaster Preparedness and Refugees), and with District chairpersons, Chief Administrative Officers, Resident District Commissioners, and heads of technical departments. Other frequent contact is with senior NGO officers and representatives of the United Nations system and donor community, especially UNHCR, OHCHR, UNDP, UNICEF, WFP, UNOCHA, European Commission, World Bank, DFID, GTZ, Italy, the Netherlands, Norway, DANIDA, SIDA, and other donors working in conflict affected areas.

g. **Time Requirement to Perform Full Range of Duties:**

Twelve Months.